

**NEWINGTON LIBRARY 5K CHALLENGE  
PLANNING MEETING  
January 13, 2020  
6:30 p.m.  
Lienhard Room, Lucy Robbins Welles Library**

1. **REFRESHMENT COMMITTEE**
  - a. Bottled Water – Friends
  - b. Other refreshments –
  - c. Refreshment tables - 14 last year.
  - g. Cleanup crew – Everyone
  
2. **AWARDS COMMITTEE**
  - a. Trophies - Booster Awards
  - b. Sponsorships –
  - c. Prizes –
  
3. **REGISTRATION COMMITTEE**
  - a. Timing company – Platt
  - b. Registration form –
  - c. Rates - \$20 - \$25 -
  - d. Numbers –
  - e. Online Registration - **raceentry.com** Coolrunning.com, hitekracing.com, runningintheusa.com, runnersworld.com, runinfinity.com, findarace.
  
4. **COURSE COMMITTEE**
  - a. Police – Ron
  - b. Loudspeaker –Kevin
  - c. Starter Horn – Ron
  - d. Homeowner's notification - Ron, Dennis, Kevin
  - e. Course signs - Sponsor sign, Green Sign, extra signs, Mile sign – Kevin did mile signs, Ron did street signs
  - f. Bathrooms/Gym - Ron -
  - g. Power – Ron
  - h. Road Volunteers – Key Club –
  - i. Transportation for mile timers. –
  - j. Ambulance – Karen –
  
5. **PROMOTIONS COMMITTEE**
  - a. Obtain T-Shirts – Diane –
  - b. Public relations – Karen –
  - c. Sign – Ron
  - d. Sponsor sign – Ron status.
  - e. Sending out registration forms to past attendees, new parties – Database – Kevin.
  
6. **OTHER BUSINESS**

*John G. Hayes*  
Town Clerk

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